





INDIANA
WORKFORCE
DEVELOPMENT

TO: All DWD Employees

FROM: Andrew J. Penca, Commissioner 

THROUGH: Scott Sanders, Chief Financial Officer 

DATE: May 21, 2007

SUBJECT: DWD Commissioner's Directive 2006-24
Fiscal Year-End Close for Fiscal Year July 1, 2006 to June 30, 2007 for All Funding
Sources Administered by the Indiana Department of Workforce Development

Purpose

To inform all DWD staff of the guidelines and cut-off dates for processing administrative claims, invoices, travel vouchers and journal vouchers at fiscal year-end.

Content

As is customary each year, the State of Indiana will be closing its financial books in June and setting up its new books and accounts for the fiscal year that begins on July 1. As always, this affects when the Department needs to receive payment documents in order to get them paid in this fiscal year.

The annual cut-off date to submit administrative claims, invoices, and travel vouchers to Accounting for the current fiscal year is June 8, 2007. Claims should not contain dates for the costs of goods, services or travel that occur later than June 8. Accounting will process the payment documents quickly and will submit as many as possible to the Auditor of State by the required due date of June 15. All claims submitted after the DWD internal due date (or invoices that indicate goods or services received after that date) will not be processed with the Auditor of State until July 2, 2007. The State Auditor's office closes down its document processing for two (2) weeks at fiscal year-end and may experience backlogs at the July 2 start-up. As in the past, this may delay payments. Please allow for such a delay before calling to obtain the status of a reimbursement check or payment.

Journal vouchers are due to the Auditor of State by 4 PM, Monday, June 11, 2007, unless a special exception has been requested and granted in writing.

Effective Date: Immediately upon receipt

Ending Date: June 30, 2007

Action: Please submit all available administrative claims, invoices, and travel vouchers for the current fiscal year to Accounting by June 8, 2007. Staff may continue to submit claims past that date. However, those claims will not be submitted to the Auditor of State until July 2, 2007 per the State Auditor's year-end closing instructions. Journal vouchers are to adhere to the above outlined dates. Questions regarding these guidelines may be directed to Brian Atkinson, Deputy Controller, at (317) 232-7726 or Carole Flynn, Assistant Manager, at (317) 233-6673.

Ownership: Accounting